

Bell

SINCE  1909

AWAIR PROGRAM

A Workplace Accident & Injury Reduction Program

Bell Lumber & Pole Company

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AWAIR

The AWAIR (A Workplace Accident & Injury Reduction Program) ACT (Minnesota Rule 5205.1500) was passed to reduce occupational injuries and illnesses. The intent of the legislation is to help make safety an important part of each workplace by making employers and employees more safety conscious. Unsafe acts cause back strains, sprains, bruises, and cumulative trauma injuries. These injuries are most common and the costliest for employees in terms of suffering and lost wages. For employers, these injuries mean lost productivity and higher insurance premiums and workers' compensation cost.

The key to the success of this program is to make it a part of management philosophy to be reflected in all operations. As the program develops, it will become an integral function of your business. Your AWAIR program needs to be monitored periodically to ensure its effectiveness by analyzing accident and injury rates, reviewing results of safety inspections, and reviewing the effectiveness of reporting procedures.

The following is a list of AWAIR program requirements at Bell:

1. Management responsibilities
2. Policy statement
3. Program responsibilities
4. Implementation Schedule and Compliance
5. Program enforcement
6. Disciplinary action policy and Procedures
7. Communication and Training
8. Safety Committee
9. Hazard Communications/Employee Right to Know
10. Training Documentation
11. New Hire training and checklist.
12. Hazard Analysis and Control
13. Procedure for Handling Work Related Injuries
14. Return to Work Program
15. OSHA 300 & OSHA 300 A Logs
16. Safety Committee Review of Accident and Injury reports
17. Inspections
18. Job Hazard analysis
19. Accident and Injury investigation and corrective action procedures:
20. First Report of Injury

21. MEDCOR report

22. Accident and Injury investigation form

SAFETY POLICY STATEMENT

Bell is committed to providing a safe work environment for all employees. Employees at all levels must comply with the company's programs for maintaining occupational health and safety. The success of our safety plan, as well as your own personal safety, depends upon your cooperation and individual effort. Bell's management strongly supports all individual and group efforts to improve workplace safety for all employees. By developing safer ways to work, we will all benefit. Bell's safety programs and work procedures should cover most of the situations that we know can cause an injury or illness at work, but they are not all-inclusive. Your supervisor will advise you of any additional safety and health rules applicable to your specific tasks.

If you have any questions, concerns, or recommendations about our safety program, please feel free to contact the EHS Director, EHS Manager, site safety coordinator, or any member of our safety committees.

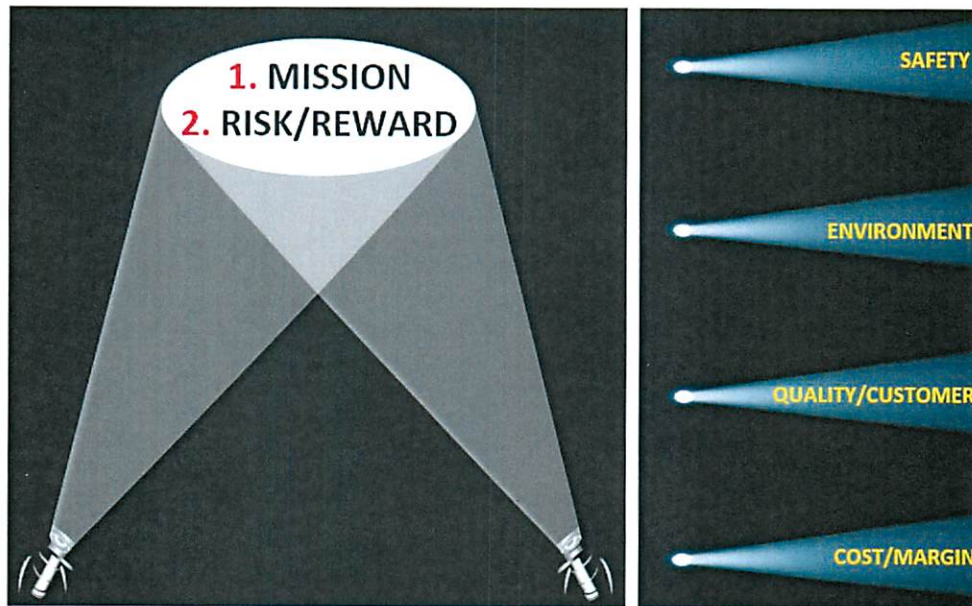
The company pledges to do the following:

- Strive to achieve the goal of zero accidents and injuries.
- Provide mechanical and physical safeguards wherever they are necessary.
- Conduct routine safety and health inspections to find and eliminate unsafe working conditions, control health hazards, and comply with all applicable OSHA safety and health requirements.
- Train all employees in safe work practices and procedures.
- Provide employees with necessary personal protective equipment and train them to use and care for it properly.
- Enforce company safety and health rules and require employees to follow the rules as a condition of employment.
- Investigate accidents to determine the cause and prevent similar accidents.
- Managers, supervisors, and all other employees share responsibility for a safe and healthful workplace.
- Management is accountable for preventing workplace injuries and illnesses. Management will consider all employee suggestions for achieving a safer, healthier workplace. Management also will keep informed about workplace safety-and-health hazards and regularly review the company's safety and health program. Management will follow the Filters & Priorities as shown in the pictogram below.
- Site Leadership are responsible for supervising, and training workers in safe work practices.

- Site Leadership is responsible for coordinating Safety on their site and must enforce company rules and ensure that employees follow safe practices during their work.
- Employees are expected to participate in safety and health program activities including, immediately reporting hazards, Unsafe Acts/Unsafe Conditions, and accidents to supervisors or a safety committee representative, wearing required personal protective equipment and participating in and supporting safety committee activities.

The Filters and Priorities tool (see image below) from the Bell Leadership Academy captures our operational philosophy around our priorities of Safety, Environment, Quality/Customer, and Cost/Margin. Our company's strategic activities are "filtered" by our Mission and assessment of Risk/Reward. Our daily activities are prioritized in this order: 1. Safety, 2. Environment, 3. Quality/Customer, 4. Cost/Margin. We practice that employees can never be too busy to address this prioritization and we cannot cannibalize upwards in this prioritization. For example, Bell will not tolerate cannibalizing Safety for Cost.

FILTERS AND PRIORITIES



- Never "too busy"
- Can't cannibalize upward

© BLP

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PRESIDENT: *John Bell* Date: *1/16/23*

SAFETY PROGRAM PREVIEW

The greatest asset at BELL is its employees. The health and safety of our employees is very important to us.

To help prevent employee injuries, a comprehensive safety program has been established. All Bell employees will support this program and comply with appropriate sections.

The premise of Bell's safety program is as follows:

- Accidents can be prevented.
- People can be trained to work safely.
- All employees are responsible for preventing accidents.
- All equipment must be appropriately safeguarded to prevent employee injuries..
- It is good business for both employee and employer to prevent accidents.
- Our safety program is your reference for safe employment.

On the following pages, you will find information outlining ways to develop employee awareness towards safety. The means to create this awareness will be employee training on accident investigations and on how to act when an unsafe act or unsafe condition arises.

This program has been developed as a guide. Bell's management requires all employees to be involved in safety. Any suggestions for this manual will be more than welcome.

Thank you for your cooperation.

SAFETY RESPONSIBILITIES

Listed below are the Safety Responsibilities of employees and management at Bell.

Individual Employees

- The primary responsibility rests with each employee.
- Understanding and following all safe practices, policies, and procedures.
- Being accountable for their safety, as well as the safety of fellow workers.
- Reporting every accident or near miss to his or her supervisor.
- Reporting Unsafe Acts/Unsafe Conditions that come up in the operation, correcting it immediately if they can, or notifying their direct supervisor if they cannot.

Bell Site Leadership

- Coordinating all Safety program activities and being responsible and accountable for the safety and health of the employees assigned to their operation.
- Providing safety leadership and direction; apply discipline when needed.
- Correcting unsafe working conditions, maintaining good housekeeping, and enforcing the use of needed PPE. Behavior Based Safety Audits help us comply with this step.
- Conducting accident/incident investigations and review the information with all pertinent employees.
- Coordinating the first report of injury to MEDCOR, directing employees to designated health providers; facilitate the return-to-work programs.

EHS (Environmental, Health, and Safety) Manager

- Being accountable for coordinating and implementing safety procedures, training, inspections, return-to-work programs, and other safety directives.
- Being responsible for OSHA and other regulatory compliance.
- Oversee the establishment and progress of the company's Safety Committee.
- Ensuring that all accident investigations and hazard reports are complete, and needed corrective action is taken.
- Responding to employee safety concerns/issues; promote safety during design phases.
- Supporting the Site Leadership and employees in all aspects of the Safety Program
- Annually review the company's Safety program.
- Providing safety consultation to the site, managers and occupational employees.
- Assist with the establishment and effectiveness of the Safety Committee/meetings, etc.; Job Hazard Analysis, and injury reviews.
- Works jointly with Site Leadership for appropriate corrective measures for safety deficiencies.
- Claims management to include investigation, medical monitoring and return to work programs.
- Working with Site leadership to establish all needed health provider info.
- Maintaining, updating, and generating OSHA 300 log for each site.

Bell Corporate Management

- Primary responsibility for the safety and well-being of its' employees.
- Continuously promote and maintain safe equipment and working conditions.

- Allocate resources (e.g.: money, training materials, personnel, etc.) necessary to promote the company's safety commitment and goals.

OCCUPATIONAL SAFETY SERVICES / WORKERS COMPENSATION MANAGEMENT

Bell has partnered with Marsh McLennan Agency (MMA) to support Bell in our safety, workers' compensation, and return to work programs. MMA has a qualified professional workers' compensation consultants and safety consultants on staff for all Bell's occupational health and safety needs. Our staff members have an up to date, working knowledge of safety regulations, methods and procedures, employee exposure monitoring and potential health hazard evaluation.

Accident/First Report of Injury

In order to give our employees, the best medical advice and care we use MEDCOR an nurse triage service that consults with the injured employee to determine the extent and seriousness of the injury and advise them whether First aid is an option or whether they should report to a clinic. MEDCOR faxes the First Report of Injury to the Work Comp Insurance Carrier as well as appropriate Bell Leadership.

Workers' Compensation Analyst

For information on Workers' Compensation issues, or a review of current cases please call Marsh & McLennan Agencies Workers' Compensation Consultant:

Marsh & McLennan Agency offers the following services

Customized Programs:

- Safety policy and program review, Industrial Hygiene monitoring referrals (noise, chemicals, other)
- Annual Safety Audit to identify workplace hazards and recommend corrective actions
- Customized Programs:
 - Provide management safety training.
 - Develop customized safety programs and training packages
 - Implement company safety committee
 - Monday through Friday consultation service
- Provide OSHA Compliance Training on:
 - AWAIR
 - Lockout/Tagout
 - Respirator Training
 - Direction on SDS/Label management
 - Maintain and distribute OSHA 300 Log
 - Site specific training as required
 - Hazard Communications (Right-To-Know)
 - Hearing Conservation
 - Confined Space Entry, etc.
- Workers' Compensation Analyst:
 - Provide/coordinate claims investigation
 - Monitor medical care and coordinate claims with third party administrator

BELL'S SAFETY IMPLEMENTATION SCHEDULE

Bell's Safety Implementation Schedule below outlines the chronological steps taken in developing and implementing a safe work environment for all employees. All documentation should be kept on site by the EHS Manager.

- **Review current policies/procedures:**
Identifies status of health and safety program, OSHA compliance and need for training. Review progress of safety program and written plans annually.
- **Review of Hazard Communication Program:**
Identifies last date of training for Right-To-Know, date of respirator fit tests (if applicable), location of SDS's, and type of chemical labeling system.
- **Supervisor Training:**
Reviews AWAIR program requirement such as disciplinary policy for safety violations, documentation forms, training, accident investigations, return to work policies and safety committee implementation.
- **Safety Inspections:**
The purpose of safety inspections is to identify workplace hazards and to ensure OSHA, or other state or local regulatory compliance and help set up a schedule for corrective actions. Information will be used to determine monitoring requirements.
- **Set up/Review AWAIR program:**
 - Site Leadership is designated on site
 - Safety inspections by supervisors or safety committee
 - Periodic safety inspections by Marsh & McLennan Agency Safety & Risk Consultants
 - Safety Committee meetings with employees, supervisors, Safety Coordinator.
 - Job analysis to identify jobs with hazards that could lead to accidents.
 - Report successful efforts of the Safety Committee
 - Discipline policy for safety violations
 - OSHA compliant training schedule
 - Review all Accident and Employee Unsafe Act/Unsafe Condition Report forms

HANDLING WORK INJURIES

Bell **REQUIRES** All workplace injuries or illnesses **TO BE REPORTED BEFORE THE END OF SHIFT, REGARDLESS OF THE SEVERITY.**

To enable our employees to get the best care possible we use MEDCOR. MEDCOR is a nurse triage service that provides the employee with medical professional advice on first aid or referral to a clinic

MEDCOR phone number: 1-800-775-5866



FOR ALL SERIOUS OR LIFE-THREATENING INJURIES, 911 SHOULD BE CALLED

The following procedure outlines steps for Bell Site Leadership to follow to successfully handle workplace injuries. Documentation of injuries helps prevent future injuries and/or legal or monetary losses.

- If an injury is reported (by phone or in person) ask generic questions. "How/When did that happen/begin? Never assume it happened at work.
- If the injury is Not from work activities - place a note with the type of injury and the date it occurred in the employee's personnel file.
- If it is related to work **HAVE THE EMPLOYEE CALL MEDCOR.** They will send the First Report of Injury to our Workers' Compensation Insurance Carrier.
- General first aid should be handled on site. A first aid box must be available for minor injuries.
- If the employee indicates that he/she may need medical attention, he/she must be directed to the designated health care facility. A drug test must be administered to all employees referred to the clinic. Transportation to be provided by the company.
- Take the employee to the health care facility Evening shift employees should go to the urgent care clinic
- Direct the employee to report back to you after the appointment with a written report of workability.

- Make sure HR gets all medical forms so they can send all medical forms to your Workers' Compensation Insurance Carrier, as soon as possible.
- It is very important to forward all work-related information as soon as possible. Your Workers' Compensation Insurance Carrier is under time limitations to report this information to the State of Minnesota.
- Report all injuries even if you are uncertain if it happened at work. The insurance company decides if an injury is work-related.
- Treat all employees the same. Be fair and consistent.
- For serious injuries such as suspected broken bones, cuts which are bleeding uncontrollably for 5 minutes, etc., call 911. A supervisor should accompany the injured employee to the clinic or emergency room.

RETURN TO WORK PROGRAM

Bell's Return To Work Program will let employees know that they are valued, productive members of the company even though they are not 100% well. It keeps the employees in the work setting earning money for "working," rather than for being injured. This will decrease the chance that an employee will have a delayed recovery and/or develop Chronic Pain Syndrome.

- The doctor should clearly outline any activity restrictions on the Report of Workability.
- Prior to the employee performing work duties, the supervisor/manager should discuss the restriction with the employee to make sure that the employee understands her/his restrictions and responsibilities while in the transitional/light duty. After the discussion have them sign our Return to Work form.

The employee has the responsibility to inform the supervisor of any progress or problems.

- The employee must provide a Report of Workability updating her/his progress EACH time s/he sees the treating doctor. If work restrictions have changed a new review and signing of the return-to-work form must occur.
- The employee must inform the supervisor if s/he feels that s/he is unable to continue working due to pain, if the job is aggravating her/his injury, or if the job activities exceed her/his restrictions.

The supervisor should discuss the specific work that is to be done by the employee and assures that the employee understands the job.

The supervisor should express ongoing interest in the employee during the employee's recovery. Ask the employee, "How are things going?" The overall work environment should support the employee's return to work and should not be adversarial.

Some examples of reasons to contact the EHS manager who will coordinate with our Workers' Compensation Analyst:

- The employee does not return to work.
- The employee does not seem to be progressing towards total workability.
- Unsure of what the restrictions are.
- Difficulty in identifying a job for the employee.
- General questions on Return To Work program.

ACCIDENT INVESTIGATION

This information is used to fill out the accident/ Injury investigation & to identify workplace hazards. Filling reports out accurately and thoroughly may prevent future legal and monetary expenses.

All near misses, accidents or injuries need to be investigated. Remember, minor injuries occur at greater numbers than serious injuries. The records of these can be very helpful in identifying problem areas.

All injuries must be reported thru MEDCOR nurse triage service, AS SOON AS POSSIBLE after an accident occurs, before the end of shift. **1-800-775-5866**

All injuries requiring medical attention must be reported IMMEDIATELY to your Workers' Compensation Insurance Carrier. This is handled through the MEDCOR call

Get the necessary facts by interviewing people who were injured and all witnesses.

- Analyze step by step how the injury occurred. Have the person show you or demonstrate what happened, being careful not to cause injury this time.
- Determine the cause.
- Determine the corrective actions. There is usually a need for two types of corrective actions; specific control measures and procedural corrections.

Maintain safety files for OSHA 300 Log, First Report of Injury and other statistics on accidents or injuries. These are to be used to analyze which tasks are causing the injuries.

The safety committee should review the accident investigation reports along with the internal inspections, injury statistics and Unsafe Acts/Unsafe Condition reports to identify and prioritize areas that need corrective actions/safety controls implemented.

Examples of corrective actions:

- Establish new procedures
- Train/Retrain employees

Bell requires any employee with more than one accident a year to have a focused Safety meeting to remind them of the importance of their role in safety.


- Revise maintenance schedule of equipment
- Replace broken/damaged equipment
- Better housekeeping, etc.

Follow up on the corrective action to make sure that it has been done and that it is effective in preventing reoccurrence of the accident.


*****USE THE Bell Lumber & Pole Accident Investigation Form in Sharepoint*****

HAZARD ANALYSIS AND CONTROL

Workplace hazards at Bell will be identified through review of accident records, preventive maintenance reports, First Reports of Injury, OSHA 300 Log, safety inspections and employee Unsafe Act/Unsafe Condition reports. Inspections of the working area will be done periodically by employees and area supervisors. These inspections are reviewed by the safety committee and safety coordinator.



Bell Lumber & Pole Company
Employee Monthly Safety Report



Unsafe act is any act that deviates from a generally recognized safe way or specified method of doing a job and which increases the probabilities for an accident. It must contain an element of unsatisfactory behavior

<input type="checkbox"/> Lack of PPE or improper PPE	<input type="checkbox"/> Ergonomics not correct
<input type="checkbox"/> Bypass or removal of safety devices	<input type="checkbox"/> Horseplay
<input type="checkbox"/> Operating equipment without qualification	<input type="checkbox"/> Riding on equipment
<input type="checkbox"/> Using defective tools or equipment	<input type="checkbox"/> Operating without authorization
<input type="checkbox"/> Not following established Safety procedures	<input type="checkbox"/> Other _____

SAFETY FIRST
REPORT ALL UNSAFE CONDITIONS TO YOUR SUPERVISOR

Unsafe condition is an unsatisfactory physical condition existing in a workplace environment. This could be a spill, a machine that is not guarded, yard conditions that could create slip trips or falls. If you cannot fix this yourself notify your lead or supervisor immediately.

<input type="checkbox"/> Defective or unorganized tool supplies	<input type="checkbox"/> Ergonomic change in task
<input type="checkbox"/> Inadequate Supports or Guards	<input type="checkbox"/> Electrical Issue
<input type="checkbox"/> Hazardous or congested work stations	<input type="checkbox"/> Dusty or uneven Yard surface
<input type="checkbox"/> Inadequate warning systems	<input type="checkbox"/> Fire or explosion hazard
<input type="checkbox"/> Poor Housekeeping	<input type="checkbox"/> Inadequate illumination

What work area was the issue noticed: _____

What was done to fix the issue: _____

Hazards will be controlled by correcting hazards found through evaluating information from the safety inspections and job safety analysis, providing personal protective equipment, enforcing safety policies, and training programs.

Behavior Based Safety Inspections

All salaried personnel at Bell are required to do Behavior Based Safety inspections each month. This is a positive approach to ensuring compliance at all Bell sites. If an employee is found to be non-compliant on any safety protocol it is corrected immediately and the employee is talked to in a positive way with no disciplinary action (If the employee repeatedly is non-compliant our disciplinary process will be enforced. These are done on Safety Culture iAuditor app on our phones, and records for analysis are kept on the website. Below (next page) is an example of the audit done on our phone/tablet.

New equipment, materials and processes will be evaluated for safety and health impacts before they are purchased or implemented. Job safety analysis will be prioritized according to potential for causing severe injury. Engineering and maintenance departments will work in conjunction with the safety management to institute engineering and mechanical safeguards.

BEHAVIOR BASED SAFETY PROGRAM

Work Station Observation Checklist

For each At Risk behavior place the numeral that best describes the reason for the At Risk behavior and provide a comment. 1. Standards not followed; 2. Inadequate Policy/procedure 3. Not known or understood 4. Not established

Observer:		Date:	
Work Station: Site Location: NB SD BN BH LB CY AB RS OT BB		Time:	
Operating Procedure	Safe	*At Risk	Immediate Action taken for At Risk Behavior
PPE Hard Hat Safety Glasses Steel toe Boots Hearing Protection Chain saw PPE <u>Wearing seat belts</u>	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____
Housekeeping Worker maintains area clean & orderly Debris, sawdust cut ends picked up Spills cleaned up Tool cart organized	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____
Using Tools and Equipment Right tool for Job Tool used properly/safe procedures Pre-use inspection done Lockout/tagout followed	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____
Body Positioning Worker posture correct Worker lifting correctly Worker out of harm's way/observing guarding & procedural controls Ergonomic-push/pull/reach/twist 3-point grip used for climbing up/down	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____

Positive comments:

JOB SAFETY ANALYSIS PROGRAM

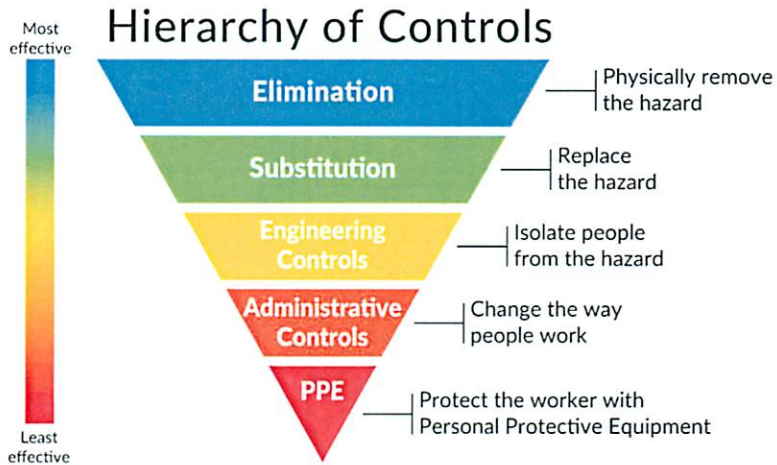
The Job Safety Analysis Program will encompass the following steps:

- **Job Selection Criteria**
 - A job that has a high frequency of accidents.
 - Jobs that may produce a high frequency of disabling injuries.
 - Jobs with potential to cause severe injuries or loss.
 - New and/or revised jobs.

- **Job Broken Down Into Steps**
 - Select the right person to observe.
 - Each step completely described with employee verification.
 - Note possible deviations from regular procedures.

- **Identification of Hazards and Potential Accidents**
 - Electrical exposure
 - Overexertion
 - Environmental (spills) and Physical hazards (burns chemical and thermal)
 - Possible slip, trip, fall, etc.
 - Danger of striking against, being struck by, or making harmful contact with an object
 - Can employee be caught in, by, or between objects?

- **Solution Development**
 - Find a new way to do the job
 - Change the physical conditions that create the hazard
 - Change the work procedure and identify additional training for employees
 - Implement engineering controls
 - Use of personal protection equipment.
 - Use of proper equipment guards.



Human Performance Safety

When addressing hazards in the workplace most of the focus is put towards the physical hazards that could harm us. For example, hazards such as slips and trips, electrocution, heavy equipment, struck-by incidents, etc. are the topics focused on when looking for things that can seriously injure or hurt us. While there should be an emphasis on the many physical hazards in our workplaces, human performance factors that affect our work need to also be addressed.

What are Human Performance Factors?

Human performance factors are factors that affect an individual's ability to work safely and efficiently. Factors such as stress, time pressures, distractions, personal abilities, and lack of direction are some common human performance factors that can play a huge role in a jobsite incident such as an injury or property loss.

Human Performance Factors:

- **Stress**

There is good stress as well as bad stress. We are more familiar with the bad stress. Stress from work demands, home demands, family problems, health problems, etc. affect us every day. A combination of high expectations for productivity and limited resources to complete work often leads to high stress levels on the job. It is important to be able to handle stress in a constructive way. Exercising or taking time to enjoy hobbies is a good way to relieve stress. Recognize when you are stressed and step away from the situation to take time to relax.

- **Time Pressure**

We all experience time pressures at work. When we try to accomplish too much in too little time, incidents are going to occur. Proper planning and reasonable expectations from clients and managers can help alleviate the stress caused by time pressures. At the individual level, it is important to speak up when there are unreasonable expectations, or you need additional help to get a task done in a certain time frame.

- **Distractions**

There can be dozens if not more distractions affecting us at any one time. Personal situations at home, a ringing cellphone, wildlife in the work area, and other people around you are just a few common distractions we face on a daily basis. It is important that we recognize things that are distracting us from our work and eliminate them. The smallest distraction has the potential to cause a fatality.

- **Personal Ability**

We all have our strengths and weaknesses. Sometimes we are given jobs that we are not adequately prepared for. It is important to have the proper knowledge and training to complete a work task safely. If you feel that you are not qualified for a work task, discuss the options with your supervisor.

- **Lack of Direction**

Unclear guidance by a supervisor can lead to many problems for workers. If you do not know what is expected of you or the work task you need to stop work and get clear directions. Many workers can feel embarrassed by asking questions and would rather proceed with a task before taking a moment to talk with someone who can clear things up for them. This can lead to an injury occurring or costly mistakes in production.

Summary

Human performance factors can have as much of a role in a jobsite incident as a physical hazard. It is important to recognize the role they play in our workday today. When these factors interfere with ability to work safely it is important to stop work and address the issue. Eliminate the hazards associated with human performance just as you would an unguarded machine hazard or a fire hazard.

Human performance taken from: <https://www.safetytalkideas.com/safetytalks/human-performance/>

JOB HAZARD ANALYSIS

TASK _____

DATE _____

JOB TITLE _____

EMPLOYEE OBSERVED _____

BUILDING _____ DEPT _____

ANALYSIS MADE BY _____

SECTION _____

ANALYSIS APPROVED BY _____

SEQUENCE OF STEPS	POTENTIAL HAZARDS	RECOMMENDED SAFE PROCEDURE

SAFETY COMMITTEE

Bell's safety committee functions as a team to prevent accidents/injuries, to ensure compliance with federal, state and local rules and regulations, and to promote safety awareness.

When starting up a safety committee, there are several sources available to identify workplace hazards:

- Review accident investigation records. This will identify areas where you may need to revise rules/procedures or institute new job specific training.
- Review safety inspections. The inspections are designed to identify areas where your company is not in compliance with safety regulations.
- Review internal inspections. Inspections identify workplace hazards.
- Review employee Unsafe Acts/Unsafe Condition Reports. Unsafe Acts/Unsafe Condition reports identify employee concerns about their workplace. Every Unsafe Act/Unsafe Condition Report must be addressed. The results of the corrective actions should be communicated to all employees.

After the hazards have been identified, the safety committee must prioritize corrective actions. The following are suggested safety committee activities:

Any corrective actions that can be handled immediately should be corrected. For those issues that cannot be handled immediately, Write up schedule for corrective actions. Set dates for project completion. Assign job duties to individuals or teams. Periodically review progress.

Suggest Training needs:

- Jobs specific training
- 5-10 minute "Safety In Seconds" talks
- Annual training programs

Review/revise standard operating procedures to update work practices and to add information on hazard control, personal protective equipment, and other safety issues.

Set up a program to ensure that updated SDS's/chemical lists are available. Sharepoint Data base is kept up.

Identify areas where Marsh & McLennan Agency may be helpful:

- Provide reference material
- Recommend/Review corrective actions
- Monitor for Hazards and help conduct inspections

Post progress reports to promote employee interest and cooperation.

Bell's Safety Committee includes:

See Safety Committee Poster

SAFETY COMMITTEE TIPS

If you have never run a safety meeting before, your immediate reaction probably will be: "Where do I begin?" Well, here are some tips to get your safety committee off to a good start.

- Use the Bell Lumber & company agenda to cover everything and stay on topic.
- Review old business, report on action items, and provide time for each person to speak on new issues.
- Pick a time that will minimize work disruption and in which everyone is alert and most likely to give full attention.
- Hold meetings regularly, once a month to start out. The employees must become accustomed to the meetings as part of the regular work routine.
- Pick a spot that is comfortable for the attendees and free of distractions. You cannot expect the committee members to concentrate in a noisy environment or in an area that is too hot or too cold.
- Elect a committee chairperson and a person to take meeting minutes.
- Make sure there is an employee representative present.
- Do not let the meeting go too long. If the meeting generates a lot of relevant discussion, continue with the same subject at the next scheduled meeting.
- You should have no trouble selecting committee activities.
- Keep committee members' comments focused to the specific topic of discussion. Don't let the meeting get out of control. Keep it on track and make sure it doesn't turn into a general gripe session.
- It is a good idea to show the committee the workplace hazards. Show and tell is the best way to convey a message.
- Keep records of attendance, topics discussed, and corrective actions taken.
- Post Safety committee notes once approved by the committee.

SAFETY COMMITTEE AGENDA

(Bell Location meeting is held at: i.e., New Brighton)

January 15, 2015

Call to order: By committee chair

Roll Call of members:

(Name)	(Name)	(Name)	(Name)
(Name)	(Name)	(Name)	(Name)

1. Introduction of visitors: If any visitors or upper management come to the meeting
2. Review last month's minutes: Approval of last month's minutes
3. Discussion of unfinished business: Any action items assigned from last meeting.
 - a. Action item 1
 - b. Action Item 2
4. New Business:
 - a. New Item 1
 - b. New Item 2
5. Report on Injured workers
6. Accident investigations
7. Report on safety incidents
8. Review Unsafe Acts/Unsafe Condition Reports from Employees
9. Committee reports: If any subcommittees or people were assigned an action item that requires research or observations etc, they would report on progress
10. Suggestion Box: Review any items in the suggestion box
11. Announcement of next meeting date:
12. Adjournment

SAFETY EDUCATION AND SAFETY TRAINING

Safety education and training is a fundamental part of the safety program at Bell and an important factor in accident prevention.

Supervisor Training

Assignment of responsibilities by management is not enough by itself and is unfair if Supervisors are not adequately educated and trained to accept those responsibilities.

The objectives of safety training and education will be based on the following:

- To establish the Supervisor as the key person in preventing accidents.
- To provide Supervisors with information on causes of accidents and occupational health hazards and methods of prevention.
- To get Supervisors to understand their safety responsibilities.
- To help Supervisors gain skill in accident prevention.
- To involve Supervisors in the company's accident prevention program.
- To give Supervisors an opportunity to consider current problems of accident prevention and to develop solutions based on their own and other's experience.
- To help Supervisors keep their own departments/areas safe.
- To help establish bi-weekly "Safety In Seconds" safety meetings for specialized training needs.

Employee Training

The greatest progress toward accident prevention is made by conducting intensive safety training for all employees. Safety information will be communicated through one-to-one safety contacts, safety meetings, bulletin boards, and safety orientation.

Employee safety training and education objectives:

- The company philosophy on safety.
- New employee orientation and introduction to the safety program.
- Explanation of specific safety rules that apply in the new employee department/area.
- The importance of properly reporting all injuries to supervisors.
- Reporting unsafe acts/Unsafe conditions and practices to supervision.
- Required attendance at the periodic "Safety In Seconds" safety meetings.
- Training requirements are noted in each safety program (i.e., Right-To-Know, Lockout/Tagout, etc.) as it pertains to the work area. Different training is provided Monthly at a company paid lunch meeting.
- Safety In Seconds talks bi-weekly by leads.
- Training to question processes and operations the employee is not certain of.

All monthly training sessions will be documented. The date of the meeting name of instructor, subject discussed, and names of employees attending the meeting will be documented on the safety meeting attendance form.

NEW EMPLOYEE SAFETY TRAINING

When performing new employee safety training, have them watch the voice over PowerPoint specific to Bell and briefly explain the AWAIR program with review in detail the following pages:

Subgroups of AWAIR

- Responsibilities: see Page 7
- Disciplinary Action: see Page 26

Employee Training

- Employee Safety Orientation Checklist: See Page 25
- Unsafe Act/Unsafe Condition Form: See Page 14

Hazard Communication Training

The Occupational Safety and Health Administration (OSHA) requires that employees be informed of hazards in their workplaces in compliance with worker's rights. OSHA Hazard Communication / Minnesota Employee Right to Know required training allows employees to understand workplace hazards so they can better control and protect themselves. The primary focus of this regulation is chemicals, but there are other aspects of workplace safety, such as physical agents and infectious diseases, that are covered by workers' right to know standards.

With the Hazard Communication Standard (HazCom) aligned with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS), the HazCom provides a common and coherent approach to classifying chemicals and communicating hazard information on labels and safety data sheets. Employers are required to train workers on the label elements and safety data sheet formats to facilitate recognition and understanding. IEA helps clients comply with OSHA Hazard Communications and Employee Right to Know requirements.

Lockout/Tagout Carry Lift/Mobile Equipment/Chain Saw Use

The new hire training covers the information so the new hire knows these things exist at Bell Lumber & Pole and that they must be trained in the specific equipment before they will be allowed to use it. Supervisors will emphasize this in new hire orientation.

Building Emergency Procedures

Review Company Plan including evacuation procedures, meeting location, and emergency equipment locations.

EMPLOYEE SAFETY ORIENTATION CHECKLIST

The immediate supervisor of the employee will fill out this checklist and thoroughly instruct the employee in job safety requirements. Check each item as it is covered. When the checklist is finished, both the supervisor and employee must sign the bottom and file it in the employee's file.

- Tour the facility to acquaint the employee with the entire operation.
- Inform the employee on how his/her job is important to the company.
- Find the location of the following safety equipment or information and review:
 - Fire extinguishers in each room First Aid Supplies
 - Emergency Numbers Safety Program
 - Evacuation Routes and Storm Shelter Lockout Devices
 - Safety Data Sheets OSHA Poster
 - Location of Unsafe Act/Unsafe condition Report Forms
 - Issue Personal Protective Equipment and explain how to get replacements
 - Written Safety Methods & Procedures (S M & P) for the equipment
- Instruct and/or demonstrate the proper use of following: (Use N/A if not applicable)
 - Eye and Face Protection Hearing Protection
 - Spill Procedures Proper Lifting Techniques
 - Ladder Safety Fire Fighting Equipment
- General operations and procedures used in specific jobs and duties.
- Hazardous elements of a specific job (routes), effects of overexposure (heat, noise, chemicals, machinery).

Job Hazard(s) _____ _____ _____	Job Hazard(s) _____ _____ _____
--	--
- Employee watches New Hire PowerPoint before beginning assigned work.

Employee Date Site Leadership/Safety Coordinator Date

DISCIPLINARY PROGRAM

The purpose of Bell's Disciplinary Program is to provide a method for ensuring compliance with rules concerning operation, personnel, safety, security, and other regulations. All employees are subject to this program. Personnel authorized to enforce or administer the disciplinary program are determined by management. Fair and impartial enforcement requires that the circumstances of each case be determined and that disciplinary action, when appropriate, be taken and documented. Penalties will be assessed according to the following definitions:

First Degree - (Non-Serious Violation)

A safety violation which has a direct relationship to job safety and health, but in all probability would not cause death or serious physical harm.

Examples: Failure of employee to wear eye, hearing, or other protective equipment.

Penalties:

- 1st - Verbal Counseling, violation addressed informally. Conversation documented in file.
- 2nd - Written Warning, violation addressed in personnel file.
- 3rd - Written Warning, rest of the day suspension, removed from premises for remainder of working day without pay.

NOTE: Any or all violations after the third Non-Serious Violation in a One-year period will be construed as a Serious or Willful Violation (see pertinent penalties below).

Second Degree - (Serious Violation)

A safety violation where a substantial probability of death or serious physical harm could result. Depending on the seriousness of the offence it may be any of the three penalties shown below.

Example: Failure to lockout or tagout electrical equipment before performing repairs or adjustments.

Penalties:

- Written Warning, up to one day off without pay.
- Suspension, up to five days off without pay. Result in reinstatement or termination.
- Termination of employment. Suspension resulting in termination.

Example: Employee has been trained on Lockout tagout and demonstrated their ability to do the procedure correctly and did not do it.

Third Degree - (Willful Violation)

A safety violation in which the employee committed an intentional and knowing violation, or is responsible for a hazardous condition and made no reasonable effort to correct the situation or notify his/her superior of the problem.

Penalties:

- Suspension, minimum of five days off without pay. Result in reinstatement or termination.
- Termination of employment. Suspension resulting in termination.

PERSONNEL ACTION NOTICE

Effective Date: ____ / ____ / ____ Client Company Name: _____

Employee Name: _____ Previous Action Dates: _____

Employee Number: _____

- Compliment Documentation Warning Suspension Reinstatement
 Termination

(up to 5 scheduled working days pending investigation)

Employee violated our safety program as follows:

Employee shall do the following to remain in good standing:

Employee Comment/Receipt:

Supervisor Signature

Date

Employee Signature

Date

Check if employee refused to sign

Date Mailed ____/____/____

Give a copy of the completed form to the employee and file the original form in the employees' file.

SAFETY INSPECTION CHECKLIST

Date: _____ Inspector: _____

Area: _____

****Note: This is an example of the inspection items covered in our Mock OSHA audit completed on our iAuditor Safety Culture website**

NW=Needs Work NA=Not Applicable

Yes No NW NA

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AISLES

- Are aisles marked, width maintained and in good condition? .22
- Are work areas clean and orderly? .23
- Are floor openings and floor holes protected? .23
- Are floors kept dry and free of oil? .22

EXITS

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are building exits adequate, illuminated by reliable source and properly marked? .36/.37 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are exits kept clear? .36/.37 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are doors or passageways that are neither exits nor access to exits marked as such, "To Basement", etc? |

LADDERS

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are ladders inspected frequently for defects, clean and solid rungs, frayed ropes, secure hardware? .25 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ladders equipped with safety feet? .25 |

POSTINGS/COMPLIANCE

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all OSHA postings and citations properly displayed? 1903 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are the health care facility phone numbers and addresses posted? .151 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is there a list of hazardous substances and a MSDS for every substance available to employees? .1200 |

PERSONAL PROTECTIVE EQUIPMENT

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is appropriate foot protection required and worn in designated areas? .136 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are safety glasses provided and worn in designated areas? .133 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are protective gloves provided to guard against cuts and corrosive liquids? .133 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are emergency eyewash or shower facilities within the immediate work area where there is exposure to corrosive materials? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are First Aid kits easily accessible to each work area, with necessary supplies available and periodically inspected and replenished? .151(c) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are appropriate safety glasses, face shields, etc. used while using hand tools or equipment which might produce flying materials? 1910 subpart 1 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all defective or damaged PPE removed from the work area and replaced monthly? |

FIRE PROTECTION

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all fire extinguishers accessible, clearly designated, inspected (noted on the inspection tag) monthly and recharged regularly and noted on? .157 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are evacuation routes posted? .38 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are covered metal cans provided for oil or solvent soaked rags? .107 |

MACHINERY, PORTABLE, GUARDING

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the grounding of the machine frame and safety ground plugs of portable machines checked? |
|--------------------------|--------------------------|--------------------------|--------------------------|---|

Yes No NW NA

- | | | | | |
|----------------------------|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is equipment and machinery securely placed and anchored to prevent movement? .212(b) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are equipment guards provided at all pinch points? .243 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are rotating or moving parts of equipment guarded to prevent physical contact? .243 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all electrically operated tools in good condition (switches, frayed cords)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are lockout/tagout procedures posted and used when servicing the equipment or when guards are removed? .147 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are broken and fractured handles on hammers replaced? .242 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are jacks in good operating condition? .242 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are hand tools properly stored? .242 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is compressed air used for cleaning operations reduced to 30 psi? |
| WORK ENVIRONMENT | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are work areas properly illuminated? .303 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all exposures from dust, fumes, etc., controlled? .94 |
| MATERIAL HANDLING | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are containers stored, stacked, and limited in height so they are stable and secure? .176 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are trucks and trailers secured with chocks during unloading and loading operations? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are unused pallets inspected, stored in designated area and stacked not more than 6 feet high? .176 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are cranes, hooks, chains inspected daily and monthly and inspections documented? .179 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are employees trained in proper manner of lifting heavy objects? |
| SPRAYING OPERATIONS | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are personnel wearing the correct type of respirator? .132(e) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are respirators cleaned, inspected, and stored in closed containers daily? .132 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are NO SMOKING signs posted in spray areas, paint rooms, and paint storage areas? .107(g)(7) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the spray paint operation done in spray rooms equipped with appropriate exhaust system? .107 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are tools for cleaning purposes made of non-sparking material? .107(g)(2) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all chemical containers used in painting operations correctly labeled? .1200(f) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are bulk drums of flammable liquids grounded and bounded to containers during dispensing? .107 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are sprinklers protecting spraying rooms kept free of deposits? .107 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are metal parts of spray paint area, exhaust ducts, piping system conveying flammable or combustible liquids, properly grounded in a permanent manner? .107 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are lighting fixtures in the interior sealed through clear panels? .107 Or, is it explosion proof lighting? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is adequate ventilation assured before paint operations are started, is it so arranged that contaminated air is not re-circulated? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are electric motors for exhaust fans placed outside booths or ducts? .107 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are storage areas and cabinets labeled "Flammable, Keep Fire Away"? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are open flammable chemicals stored in cabinets? |

Yes	No	NW	NA	FORKLIFTS, OPERATOR TRAINING
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are only trained personnel allowed to operate industrial trucks? .178

- Are all industrial trucks not in safe operating condition removed from service? .178(q)(l)
- Is air monitoring for carbon monoxide done at least quarterly? (MN OSHA 5205.0116)
- Is tailpipe exhaust analyzed periodically? (MN OSHA 5205.0116)
- Is LP gas stored in an area that minimizes physical damage, prevents unauthorized tampering, properly secured, and is away from vehicle traffic? .178
- Are the brakes on each truck capable of bringing the vehicle to a complete stop? .178

WELDING OPERATIONS

- Are walkways near welding operations arranged so employees will not be subject to hazards? .22
- Is grounding of the machine frame and safety ground connections of portable machines checked? .255
- Are electrodes removed from the holders when not in use? .255
- Is it required that electric power to the welder be shut off when no one is in attendance? .255
- Is the welder forbidden to coil or loop welding electrode cable around his body? .255
- Are wet machines thoroughly dried and tested before being used? .255
- Are work and electrode lead cables frequently inspected for wear and damage and replaced? .255
- Do means for connecting cable lengths have adequate insulation?
- Are employees protected with personal protective equipment (eye helmets, hand shields, goggles, etc)?
- If welding creates hazardous air emissions, is the welding area properly ventilated and appropriately marked? .1200(f)

ABRASIVE WHEELS .241

- Is the work rest used and kept adjusted to within 1/8 inch of the wheel?
- Is the adjustable tongue on the top side of the grinder used and kept adjusted to within ¼ inch of the wheel?
- Do the side guards cover the spindle, nut and flange, and 75% of the wheel diameter?
- Are bench and pedestal grinders permanently mounted?
- Are fixed or permanently mounted grinders connected to the electrical supply with permanent wiring?
- Does each grinder have an individual on and off control switch?
- Before new abrasive wheels are mounted, are they visually inspected and ring tested?

TIRE INFLATION .177

- Is a safe practice procedure posted and enforced?
- Does each tie inflation hose have a clip-on chuck with at least 24 inches of hose between the chuck and an in-line hand valve and gauge?
- Is the tire re-straining device such as a cage used while inflating tires?

HAZARDOUS WASTE

- Emergency information posted in area where hazardous waste is stored? 262.34
- Is the accumulation container marked with the words Hazardous Waste and marked with the date the accumulation began? 262.34
- Yes No NW NA
- Is each container kept closed except when adding or removing waste? 265.173
- Are the areas where waste containers are stored inspected for leaks at least weekly? 265.174

Are manifest available for review?

CHEMICAL STORAGE

- Are flammable liquids such as gasoline kept in a safety can? .144(a)1
- Are cylinders stored in a manner to prevent them from tipping, falling or rolling and regularly examined for obvious signs of defects, deep rusting or leakage?
- Does 20 feet or a 5-foot non-combustible barrier separate oxygen and acetylene tanks?
- Are cylinders kept away from sources of heat and exit ways? .252
- ELECTRICAL .331-.335
- Are electrical appliances such as vending machines, floor polishers grounded?
- Are multiple plug adapters prohibited?
- Are all disconnect switches and circuit breakers labeled to indicate use or equipment served?
- Are flexible cords and cables free of splices or tape?
- Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced?
- Are electrical enclosures such as switches, junction boxes, receptacles provided with tight fitting covers and plates?
- Is there sufficient space, minimum of 3 feet, provided in front of electrical equipment?
- Is the use of extension cords prohibited except for temporary use only?
- Are fluorescent lamps elevated to at least 7 feet or guarded properly?
- Are voltage and amperage noted on boxes servicing electricity?